

Monday, October 5, 2015 – 6:00 p.m.

**ON THE DAIS:**

- ## AGENDA

1. Request to approve the minutes of the September 14, 2015 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received September 2015.
  1. Michael Cofresi Fire Department
  2. LaToya Banks Police Department
  3. Angela Diaz Public Safety Communications
3. Report of Leave without Pay for September 2015.
4. Report of Civil Service Appointments for September 2015. **None.**
5. Report of Civil Service Resignations for September 2015.
  1. Marilyn Bovea City Clerk
  2. Maricarmen Lopez City Clerk
  3. Natalie Simon Education and Community Services
  4. Karen Callejo Law Department
  5. Gepsy Perez Parks and Recreation
  6. Anita Zepeda Public Safety Communications
  7. Jose Borges Streets Department
  8. Jose Rodriguez Streets Department
6. Report of Maternal/Paternal Leave for September 2015.
  1. Jose Montero Police Department
  2. Robert Morales Police Department
  3. Raul Somarriba Police Department

7. Report of Leave of Absence for September 2015. **None**
  
8. Request to conduct a Civil Service examination for the **Business Tax Inspector I** position and merge the remaining name on the current eligibility list with the following criteria:
  - a. In- house, Competitive
  - b. 100% Written
  - c. Must obtain a minimum score of 70% to be placed on the eligibility list.Copy of the job description and eligibility list are attached.  
Range 47 - \$1,077 - \$2,170 Bi-weekly
  
9. Request to conduct a Civil Service examination for the **Parks Crew Journeyman** position and merge the remaining name on the current eligibility list with the following criteria:
  - a. In- house, Competitive
  - b. 100% Written
  - c. Must obtain a minimum score of 70% to be placed on the eligibility list.Copy of the job description and eligibility list are attached.  
Range 47 - \$1,077 - \$2,170 Bi-weekly
  
10. Request to approve the **new** civil service classification and job description for the position of **Executive Assistant to the Building Official.**  
Copy of **new** job description is attached.  
Range 50 - \$1,277 - \$2,485 Bi-weekly
  
11. Request to approve the renamed/revised job description for the position of **Recreation Manager** to **Recreation Center Director.**
  
12. Request to hear **Unfinished Business.**
  
13. Request to hear **New Business.**
  - 13a. Request to certify the eligibility list for **Streets Maintenance Foreman.**

**NEXT PERSONNEL BOARD MEETING: Monday, November 2, 2015 at 6:00 P.M.**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.